United Nations A/59/159*

General Assembly

Distr.: General
30 August 2004

Original: English

Fifty-ninth session
Item 114 of the provisional agenda**

Pattern of conferences

Report of the Secretary-General***

Summary

In its resolution 58/250, entitled "Pattern of conferences", the General Assembly addressed a number of requests to the Secretary-General for the presentation of reports on the utilization of conference-servicing resources and facilities, documentation and publication-related matters, translation and interpretation-related matters and information technology. In keeping with past practice and as requested by the Assembly in the resolution, the Secretary-General is continuing to submit a single report instead of several separate reports.

* Reissued for technical reasons.
** A/59/150.
*** The present report was submitted late in order to wait for the verification of statistical information included in it.

04-43928* (E) 310804

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I. Introduction

1. At its organizational session, on 25 March 2004, the Committee on Conferences adopted its agenda issued in document A/AC.172/2004/1. The Committee decided that the reporting on most items on its agenda would be included in two comprehensive reports, one on the reform of the Department for General Assembly and Conference Management and the other containing statistical and analytical information on various subjects under the agenda item entitled "Pattern of conferences". The present report is prepared in accordance with those guidelines, following the matters included under the item "Pattern of conferences".

II. Calendar of conferences and meetings

A. Adoption of the draft revised calendar of conferences and meetings for 2005

2. The draft revised calendar of conferences and meetings for 2005 will be issued as an addendum to the present report.

B. Improved utilization of conference-servicing resources and facilities

1. Meeting statistics of United Nations organs and consultations with/letters to bodies concerning utilization of the conference services available to them

(a) Meeting statistics of United Nations organs

3. Annex I to the present document contains statistical data on the planned and actual utilization of conference resources allocated to a core sample of bodies that met in New York, Geneva, Vienna and Nairobi in 2003, compiled in accordance with the methodology adopted by the Committee on Conferences at its 348th meeting, on 18 May 1993. An explanation of column headings that appear in the annex is provided at the beginning of the annex. The data include compliance and availability indices for assessing compliance with the deadlines for the issuance of pre-session documentation and availability of such documentation for bodies based in New York, Geneva, Vienna and Nairobi.

4. The time utilized for informal meetings or consultations held before the start, after the adjournment or instead of the officially scheduled meetings, when utilizing the same services and with due notification given to the Secretariat, is not recorded as time lost.

Analysis of the statistics

5. A breakdown by body of the utilization statistics referred to below is contained in annex I. The methodology for calculating the utilization factor has been revisited with a view to reflecting more accurately the original spirit of the formula. In the past, credit for reassignment(s) in column E was given to a body regardless of whether the body to which the services were reassigned was related or not. This year, however, although the categories for determining utilization in 2003 are the same, an additional column (*) has been added to show only those reassignments

that are related. The figures in column (**) indicate the utilization factor that would result if only related reassignments were to be counted. The argument for making this possible adjustment is that, unlike reassignment of services to a related body that can be a planned and organizationally necessary decision, the resulting reassignment of services to an unrelated body is a conference management decision made by Conference Services, not by the body concerned. It is also dependent on other meeting requests and thereby external to the body making the cancellation.

6. The overall utilization factor for 2003 was 77 per cent. This figure is computed by totalling the data in the six columns for all bodies in the four duty stations and treating them as if they reflected a single body, as follows:

	Number of meetings										
Duty station	*A (programmed)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*	*F (minutes lost)*	*2001 UF*	*2002 UF*	*2003 UF*	**
New York	1 252	38	317	973	136	28	38 055	65	68	70	61
Geneva	628	11	22	617	0	0	9 070	84	87	89	89
Vienna	186	0	2	184	0	0	4 285	84	85	86	86
Nairobi	29	1	1	29	0	0	65	97	100	95	95
Total	**2 095**	**50**	**342**	**1 803**	**136**	**28**	**51 475**	**74**	**75**	**77**	**72**

* Related reassignments.
** Utilization factor, counting related reassignments only.

7. The overall utilization factor in 2003, 77 per cent, is two percentage points higher than in 2002 and three percentage points higher than in 2001. There has been a general increase in utilization in all the duty stations since 2001. Considering the utilization in New York, if only 28 related reassignments out of the total 136 reassignments were to be credited, utilization would decrease from 70 per cent to 61 per cent, and subsequently, the overall utilization would also decrease from 77 per cent to 72 per cent.

8. The utilization factors for the bodies in the sample for the period from 2001 to 2003 are presented below in tabular form for purposes of comparison:

	Number of sessions		
Utilization factor (percentage)	*2001*	*2002*	*2003*
0-19	1	1	1
20-29	1	0	0
30-39	1	1	0
40-49	2	3	0
50-59	8	4	9
60-69	12	8	6
70-79	14	14	13
80-100	36	39	41
Total	**75**	**70**	**70**

9. With regard to compliance with the benchmark, 59 per cent of the bodies in the sample showed a utilization factor of 80 per cent or higher in 2003, as compared with 56 per cent in 2002 and 48 per cent in 2001.

10. The following is a breakdown of the meeting ratios of the bodies in the sample for 2003:

Percentage	*Number of sessions*
10-19	-
20-29	-
30-39	1
40-49	0
50-59	3
60-69	4
70-79	3
80-89	12
90-100+	47
Total	**70**

11. Thus in 2003, 84 per cent of the bodies in the sample had meeting ratios of 80 per cent and above.

12. The following is a breakdown of the planning accuracy factors of the bodies in the sample for 2003:

Percentage	*Number of sessions*
0-39	2
40-49	0
50-59	6
60-69	3
70-79	5
80-89	13
90-100	41
Total	**70**

13. Thus, in 2003, 77 per cent of the bodies had planning accuracy factors of 80 per cent and above.

(b) Consultations with/letters to bodies concerning utilization of the conference services available to them

14. In an effort to improve utilization of services in accordance with section II.A, paragraph 2, of resolution 58/250, during consultations with frequent underutilizers, past utilization patterns were reviewed and reductions of allocated services, duration, or number of meetings were considered by conference management and

the technical servicing secretariats and implemented with the consent of the body concerned. The group of bodies affected by such measures included Main Committees of the General Assembly and expert groups as well in an effort to match the allocated servicing capacities in the planning/programming phases with their actual servicing needs, determined from past utilization patterns and the programme of work of the upcoming sessions. In a coordinated effort, the Chairman of the Committee on Conferences, assisted by conference management and with the participation of the technical servicing secretariat, consulted chairpersons of bodies consistently utilizing their conference-servicing resources below the established benchmark figure in order to identify measures to improve utilization.

2. Provision of interpretation services to meetings of regional and other major groupings of Member States

15. Interpretation services are provided for meetings of regional and other major groupings of Member States upon request by those groups, on an ad hoc basis, in accordance with established practice, from existing resources not used owing mostly, but not limited to, the cancellation of meetings of calendar bodies. In section II, paragraph 18, of its resolution 56/242, the General Assembly decided to include all necessary resources in the budget for the biennium 2002-2003 to provide such services. The Assembly reaffirmed that decision for the biennium 2004-2005 in section II.A, paragraph 14, of its resolution 57/283 B and reiterated it in section II.A, paragraph 15, of its resolution 58/250.

16. The statistical data in annex II to the present report and in the analysis below deal with meetings of regional and other major groupings, including a breakdown by regional grouping in all duty stations.

Statistical data and analysis

17. With regard to New York, for the period 1 May 2003 to 30 April 2004, 100 per cent of the 835 requests for meetings without interpretation were granted. As to the provision of interpretation services, 211 of the 243 requests were granted, or a total of 87 per cent.

18. In Geneva, during the same period, 100 per cent of the 74 requests for meetings with interpretation and 100 per cent of the 258 requests for meetings without interpretation were granted. In Vienna, 100 per cent of the 306 requests for facilities only were met. No request for interpretation services was made in Vienna. In Nairobi, 100 per cent of the 114 requests for meetings without interpretation were granted and 10 of the 11 requests for provision of interpretation services were granted.

19. Annex II contains statistics for the four duty stations broken down by group.

Conclusion

20. The percentage of meetings held by regional and other major groupings that were provided with interpretation in the reporting period 2003-2004 in relative terms decreased somewhat to 90 per cent from 92 per cent in the period 2002-2003 and is 8 percentage points lower than in the period 2001-2002. However, in absolute terms, the total number of meetings provided with

interpretation was 10 per cent higher than in the period 2002-2003 and 21 per cent higher than in the period 2001-2002.

Measurement of utilization

21. Similar to the case of intergovernmental and expert bodies, the new eMeets system can now track utilization of services by regional and other major groupings of Member States and can record what resources may have been wasted as a result of cancellations, late starts and early endings when services were provided to such groups. When the services are reassigned from one calendar body to a related regional or other major grouping of Member States, that calendar body receives credit for reassignment, which mitigates the impact of cancellation on its utilization factor. If these same services are then cancelled by the regional group, or only partially used, this is now recorded and can now be reported, if so requested. Calculation of the Utilization Factor, Planning Accuracy Factor and Meeting Ratio may be introduced for these groupings as is done for calendar bodies.

3. Improved utilization of conference facilities

(a) United Nations Office at Nairobi

22. There has been steady progress and significant improvement in the utilization of conference facilities at the United Nations Office at Nairobi (UNON) since the establishment of a permanent interpretation service in 2001, as was reported in document A/58/530.

23. General Assembly resolutions dealing with utilization of the conference facilities at UNON have always been brought to the attention of the Executive Directors of the United Nations Human Settlements Programme (UN-Habitat), as well as the Executive Secretaries of conventions administered by the United Nations Environment Programme (UNEP). In the case of the conventions, it is pertinent to emphasize that decisions regarding the venue of the conferences of the parties and meetings of the parties are made by the Member States who are signatories to the conventions. It should also be noted that the Ozone Secretariat is the only Nairobi-based UNEP-administered convention secretariat.

24. While regular sessions of the Governing Councils of UNEP and UN-Habitat have always been held in Nairobi, the decisions to hold the special sessions of the Governing Council of UNEP outside Nairobi have always been approved by the Governing Council and endorsed by the Committee on Conferences. Efforts to draw additional meetings to the conference facilities at UNON will continue.

(b) Conference centre at the Economic Commission for Africa

25. In section II.A, paragraph 1, of its resolution 58/250, the General Assembly requested the Secretary-General to continue to explore all possible options to increase further the utilization of the conference centre at the Economic Commission for Africa.

26. Improvements made so far include a robust and enhanced marketing campaign among United Nations agencies, regional and subregional organizations, international non-governmental organizations, foreign missions, locally based organizations and the private sector. An action plan has been finalized and is being

implemented with a view to increasing further the utilization and efficient use of the conference centre.

27. One initiative was to team up with the Ethiopian Tourism Commission, Ethiopian Airlines and other key players in the local travel industry to mount an aggressive marketing drive to sell Ethiopia as an attractive destination and to attract new and potential internal and external clients, including major non-United Nations international convention planners.

28. Another step to improve efficiency was to build the managerial and operational capacity of the staff of the Centre at all levels with a view to making available a world-class team of conference officers, planners and other support staff.

29. The Conference Centre looks to establish and develop linkages and networks with other United Nations conference centres and international convention centres, tourism boards, tour operators and exhibition organizers within Africa and beyond and to introduce and utilize an integrated conference management system and other modern technology systems for the more efficient delivery of services.

30. The Conference Centre, nevertheless, continues to be handicapped by: competition with similar conference venues in sub-Saharan Africa, such as those located in Addis Ababa (newly established Conference Centre of the African Union), Johannesburg (Sandton Convention Centre) and Durban (International Convention Centre), to name a few; lack of adequate infrastructure and logistical support in Addis Ababa that other venues can offer, as well as some visa and immigration restrictions; and inadequate financial resources for the implementation of marketing programmes to boost promotional activities. The complementarity and the need to collaborate with conference services in Nairobi are also factors to be considered.

C. Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243

31. In section I, paragraph 7, of its resolution 40/243 of 18 December 1985, the General Assembly decided that no subsidiary organ of the Assembly may meet at United Nations Headquarters during a regular session of the Assembly unless explicitly authorized by the Assembly.

32. Every year, a certain number of requests for exceptions to that rule are received. In accordance with established practice, the requests are first submitted to the Committee on Conferences, which then makes a recommendation to the Assembly.

33. Annex III to the present report contains the requests received to date from subsidiary organs of the General Assembly to meet at Headquarters during the fifty-ninth session of the Assembly, as well as the relevant statistical information. Requests received after the submission of the present report will be issued in an addendum.

III. Documentation and publication-related matters

A. Submission, availability and distribution of documentation

34. The report on the reform of the Department for General Assembly and Conference Management (A/59/172) addresses submission and availability of documentation in detail. Concerning the distribution of documentation, in section III, paragraph 10, of its resolution 58/250, the General Assembly urged the Secretary-General to provide Member States promptly with the outcome of the consultations in this context.

35. Consultations with universities, depository libraries and other institutions did not indicate a readiness on their part to renounce hard-copy documentation. The electronic distribution of documents so far is considered as a complement to, rather than a substitute for, hard-copy distribution for clients outside the Secretariat. However, it is expected that, in the long term, the flexibility inherent to online availability, together with the obvious gains in terms of space and storage, will encourage a growing number of clients to reduce and eventually give up demand for hard copies.

B. Compliance with page limits

36. In accordance with the method used in previous reports on the length of documents and in order to provide as comprehensive a picture as possible of the degree of compliance with the existing page limits, statistical information has been compiled on the number and length of documents issued in 2002 and 2003 for the General Assembly, the Security Council and the Economic and Social Council. As in earlier reports, the data gathered refer only to documents issued strictly under the symbols of those three principal organs (A/-, S/- and E/-). Documents issued under the symbols of subsidiary bodies of those organs, including their main and sessional committees, are excluded. Meeting records, official records, resolutions, information documents and corrigenda are also excluded.

37. The documents have been categorized as follows:

(a) *Category A*: reports originating in the Secretariat;

(b) *Category B*: major policy documents, such as the proposed programme budget and reports not originating in the Secretariat. This group includes reports of subsidiary organs and of special rapporteurs, reports in which replies from Governments are compiled and other documents whose length, in a strict sense, cannot be controlled by the Secretariat, such as agendas, notes transmitting biographical information of candidates for elections, programmes of work and similar documents;

(c) *Category C*: communications from Member States;

(d) *Category D*: draft resolutions and draft decisions.

38. The information below combines statistics for the years 2002 and 2003 and can be summarized as follows:

Category	Documents		Pages	
	Number	Percentage	Number	Percentage
A	1 450	29	12 912	39
B	941	19	10 438	31
C	2 194	43	8 893	27
D	472	9	847	3
Total	**5 057**	**100**	**33 090**	**100**

39. As seen under category A, the length of about one third of the documents included in the sample is subject to control by the Secretariat. The length of the remaining documents reflects the practices and decisions of intergovernmental bodies and the Member States themselves. Compared to the two previous years, the number of documents remained at the same level, while the total number of pages decreased by 7 per cent. Consequently, the length of an average document — about 6.5 pages — is about the same as in previous years. The ratios between the categories are unchanged: categories A and B account for less than half the total number of documents and a little more than two thirds of the total number of pages.

Category A: reports originating in the Secretariat

40. The breakdown by length of reports originating in the Secretariat is as follows:

Category A

Length (pages)	Documents		Pages	
	Number	Percentage	Number	Percentage
1-16	1 284	89	7 866	61
17-20	75	51	1 388	11
21-24	21	1	444	3
25-32	25	2	753	6
33-50	26	1.8	1 064	8
51-100	16	1	1 043	8
100+	3	0.2	354	3
Total	**1 450**	**100**	**12 912**	**100**

41. Compared to the period 2000-2001, the number of documents in category A increased by 6 per cent, while the total number of pages decreased by 22 per cent. Close to 90 per cent of the Secretariat documents comply with the limit of 16 pages, up by 16 per cent from the two previous years; however, because of their length, the remaining documents continue to account for 39 per cent of the workload originating in the Secretariat. Documents with manuscripts in excess of the page limit are accepted for processing only if the heads of the author departments concerned provide written justification for the need to exceed the established limit.

The Department for General Assembly and Conference Management, while providing guidance and advice on how to reduce the length of such manuscripts, decides on the granting of waivers to the 16-page rule on a case-by-case basis.

Category B: major policy documents and reports not originating in the Secretariat

42. The breakdown by length of major policy documents and reports not originating in the Secretariat is as follows:

Category B

	Documents		*Pages*	
Length (pages)	*Number*	*Percentage*	*Number*	*Percentage*
1-16	800	85	4 532	44
17-20	39	4	726	7
21-24	20	2	454	4
25-32	33	4	929	9
33-50	20	2	780	7
51-100	22	2	1 479	14
100+	7	1	1 538	15
Total	**941**	**100**	**10 438**	**100**

43. Category B includes documents of intergovernmental bodies. As a result of numerous invitations of the General Assembly for subsidiary bodies to reduce the length of their reports from the desired limit of 32 pages to 20 pages, this category saw a further reduction of 12 per cent, as compared to the previous two years, when there had already been a substantial reduction. While 85 per cent of the documents were within the desired page limit, close to 56 per cent of the workload in this category involves documents that are longer than 20 pages, which is lower than the figure of 70 per cent reported for the last two years.

Category C: communications from Member States
Category D: draft resolutions and decisions

44. Although communications from Member States and draft resolutions and decisions are not subject to length limitations, their breakdown by length is indicated below for information purposes. In terms of communications, the General Assembly has reviewed the matter and appealed to Member States to exercise restraint in their requests for the circulation of communications as United Nations documents and to keep their submissions as brief as possible.

Category C

	Documents		*Pages*	
Length (pages)	*Number*	*Percentage*	*Number*	*Percentage*
1-16	2 121	95	6 217	70
17-20	20	1	372	4
21-24	18	1	425	5
25-32	14	1	399	4
33-50	14	1	658	7
51-100	4	0.5	251	3
100+	3	0.5	571	7
Total	**2 194**	**100**	**8 893**	**100**

Category D

Length (pages)	*Documents*	*Pages*
1-16	472	847
Total	**472**	**847**

Conclusions

45. As in the period 2000-2001, the number and proportion of documents issued in accordance with the established and desirable page limits have increased; however, compliance with the limitation targets for both intergovernmental and Secretariat documents continues to be partial.

46. As stated in previous years, documents which are significantly in excess of the page limit, especially when submitted late, create an additional burden for the processing services, can jeopardize timely issuance and may compromise quality. Member States have repeatedly called for the timely issuance of documentation and respect for simultaneous distribution of all language versions and have raised quality concerns. Bearing all this in mind, efforts to reduce further the length of documents should concentrate on those cases where page limits are applicable or desirable. The report on the reform of the Department for General Assembly and Conference Management (A/59/172) deals with other aspects of this issue in a broader context.

IV. Translation and interpretation-related matters

A. Language services posts

Vacancy situation

47. At Headquarters, several translation services continue to have relatively high vacancy rates as a result of a large number of retirements and other staff movements in recent years. A similar situation obtains in the Editorial Control Section at

Headquarters, the reinforcement of which was one of the central pillars of the reform. The recruitment of large numbers of new staff to fill vacancies in the translation and editorial areas is placing a heavy strain on training capacity and is bound to have an impact on overall productivity in the immediate future. The situation at Geneva and Vienna is on the whole more stable, although individual translation services currently have high vacancy rates or will be facing high vacancy rates as a result of retirements falling between now and the end of 2005. Nairobi's difficulties in filling translation and editorial vacancies mirror those it faces in filling interpreters' posts. Recruitment to fill all vacant posts will proceed at maximum sustainable speed, while at the same time special measures will be taken to mitigate the problems arising from the assimilation of large numbers of new staff over a relatively short period of time.

48. In response to section II.A, paragraphs 8 and 9 of resolution 58/250, efforts have been made to fill expeditiously the vacant posts in the interpretation and translation services at UNON. Headquarters has similar problems of long-standing vacancies. For the Arabic language, a competitive exam was held in July 2004. Results are expected around January or February 2005. The Arabic interpretation booth will be staffed from the roster of successful candidates. For the Chinese interpretation team, three posts out of four have been filled; the fourth will be filled shortly. For English, French and Russian, all three posts are filled and for Spanish, two posts out of three have been filled. An offer will go to the next successful candidate on the roster from the last exam

49. It should be noted that personnel movements are the rule and that at any time, at any duty station, one interpretation section/unit or another will show transfers in and out. At no moment were interpretation services at UNON or any other duty station, in the Arabic booth or any other booth, reduced or interrupted. The chronic difficulty in staffing the UNON Arabic Interpretation Unit is being addressed by the Secretariat, bearing in mind the necessity to staff these posts as quickly as possible.

B. Informational meetings

50. Following a request by the General Assembly, the Department for General Assembly and Conference Management, in June 2004, organized informational meetings to brief Member States on the terminology used and to consult with them on the improvement of the language services. This was the third year that such informational meetings were held for each of the six official languages.

51. The meetings served a useful function, as delegations posed specific questions relating to terminology used by the United Nations language services and discussed the provision of language services in general. Member States and the Department's language services found the exchanges of views most constructive and helpful in improving language services. Views were expressed that mechanisms should be established to increase exchanges with Member States in addition to the once-a-year informational meetings. Contact lists and other information should also be exchanged. The Department's intention to establish a web site to seek comments on terminology used and on the quality of service rendered was welcomed by Member States.

V. Information technology

52. In section V, paragraph 3, of its resolution 58/250, the General Assembly noted the particular situation of UNON, urged the Secretary-General to take steps to ensure that modern conference management and documentation practices, systems and technology are shared across all duty stations in an institutionalized manner and requested the Secretary-General to report thereon, through the Committee on Conferences, to the Assembly at its fifty-ninth session.

53. In response to the forgoing request, among other steps, representatives of all duty stations participated in a Conference Services information technology seminar at Headquarters in May 2004 and are sharing know-how and information technologies related to conference services. The Seminar reviewed all major information technology systems being used by Conference Services in Geneva, Vienna, New York and Nairobi and formulated a proposal for strategy consideration.

54. UNON has already been included in the sharing of standards, good practices and technological achievements among Conference Services in all duty stations. Nairobi uses a document management system created at UNOV (iDCPMS), a meetings management system (eMeets) originated at Headquarters, the interpreters' assignment programme (APG), typographic standards and WORD macros utilized by the Text Processing Section at Headquarters.

55. In a further effort to strengthen the information technology capacity of Nairobi, the establishment of the information systems officer could be reconsidered.

VI. Organization of work

Biennialization of the agenda item, "Pattern of conferences"

56. In its resolution 58/250, the General Assembly requested the Secretary-General to submit to the Assembly proposals on the possibility of biennializing the "Pattern of conferences" item. When considering biennialization in the General Assembly, one has to bear in mind that the Committee on Conferences, the subsidiary of the Assembly entrusted to follow all relevant issues under this item, has itself biennialized the consideration of certain items on its agenda. At its 341st meeting, on 27 August 1992, the Committee decided to maintain its biennial programme of work, dealing with items relating to documentation in even-numbered years and those relating to meetings in odd-numbered years (see A/AC.172/2004/L.1, annotations). While reporting is done accordingly, this practice has not prevented the Committee to consider, on an exceptional basis, items in an off-year that could not wait until the following session.

57. In considering possible biennialization of the item in the General Assembly itself, it should be borne in mind that organizational and methodological changes that are introduced in conference services by mandates from the Assembly or as a result of managerial decisions in the Secretariat, as well as the statistical trends indicating their effects on documentation and meetings services, need longer periods of time to become noticeable and ready to be evaluated and reported on. Reporting annually on such matters cannot reveal real changes from one year to the next. In

order to be able to make sound decisions and take corrective measures, developments of more than a one year base period should be taken into account.

58. A possible biennialization could put the substantive and thorough consideration of the item on the agenda of the General Assembly in odd-numbered years so that the adoption of the biennial Calendar would coincide with the budget submission. It should also be noted that, in this scenario, in even-numbered years, the "Pattern of conferences" item could still be included on the agenda in a much limited manner, e.g., only to adopt the revised Calendar for the second year of the biennium. This could provide a window of opportunity for any urgent matters to be discussed under the item as well. Alternatively, if this is not considered necessary, in even-numbered years, the Committee on Conferences could act on behalf of the Assembly — as it does when the Assembly is not in the main part of its session — and approve the revised Calendar for the second year of the biennium.

59. Furthermore, the Committee on Conferences itself would maintain its annual sessions and could provide the necessary overview and guidance to Conference Services and, at its substantive session prior to the General Assembly, could recommend to the Assembly that it address matters of an urgent nature at its upcoming session. This would enhance the relevance of the Committee and would allow it to fulfil its mandate with more authority.

60. Bearing the foregoing in mind, risks of a possible biennialization seem minimal, while gains in terms of more structured and streamlined work of the Assembly and more sound reporting on issues through the Committee on Conferences to the Assembly under the "Pattern of Conference" item seem quite attractive.

Annex I

Meeting statistics of a core sample of United Nations bodies

A Number of meetings programmed by a given organ at a scheduled session;

B Number of additional meetings held during the session;

C Number of meetings cancelled during the session;

D Number of meetings actually held;

E Total number of reassignments;

F Amount of time lost owing to late starting/early ending (hours and minutes rounded to the nearest five minutes, e.g., 5.25 = 5 hours and 25 minutes);

MR Meeting ratio, calculated as meetings held as a percentage of meetings available to a given body (D as a percentage of A);

PAF Planning accuracy factor, calculated as meetings planned, minus additional meetings, minus cancellations, all as a percentage of meetings planned (A minus B minus C as a percentage of A);

UF Utilization factor, the percentage of available conference resources actually used by the organ in question. The utilization factor is based on the following calculation:

$$\frac{(A+B) - (C-E) - (F/3)}{(A+B)} = UF$$

In the foregoing calculation, the number of minutes/hours lost as a result of late starting and early ending is converted into the equivalent of meetings lost by dividing the total by three, as the standard meeting time is three hours. The number of reassignments is subtracted from the number of cancelled meetings. The difference between the two and the number of meetings lost are then subtracted from the sum of meetings planned and additional meetings held. The result is expressed as a percentage of the sum of meetings planned and additional meetings held.

Note: In the calculation of the UF, in order to better reflect the utilization of time, instead of the number of meetings, the total duration of meetings in minutes will be counted under A, B, C, D, E and F;

CI Compliance index, calculated first as the percentage of pre-session documentation issued in accordance with the six-week rule and again as the percentage of documentation issued four weeks before the start of the session;

AI Availability index, calculated as the actual rate of delivery presented on a week-by-week basis;

***** Number of related reassignments;

****** Utilization factor that would result if only related reassignments were credited.

A. New York

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Committee on Conferences																				
8, 10 and 12 September 2003	10	0	2	8	2	0	1.50/1.20	80	80	89	69	190	0	33	33	0	0	33	33	0
9, 11 and 13 September 2002	6	0	0	6	0		1.20/1.20	100	100	85		160	13	26	13	0	38	0	13	13
27-29 August 2001	6	1	0	7	0		1.05/0.00	117	83	95		65	14	14	0	0	0	14	29	43
Committee for Programme and Coordination																				
forty-third session, 9 June-3 July 2003	37	8	3	42	1	0	5.50/2.25	114	70	89	87	495	8	16	3	5	13	21	28	21
forty-second session, 10 June-5 July 2002	37	0	0	37	0		9.10/4.45	100	100	87		835	6	34	6	22	33	8	6	8
forty-first session, 11 June-6 July 2001	57	2	4	55	2		16.30/9.15	96	89	82		1 575	11	11	0	0	11	0	11	67
UNICEF, Executive Board, annual session																				
2-6 June 2003	8	0	0	8	0	0	1.15/1.30	100	100	89	89	165	8	33	4	21	38	13	8	4
3-7 June 2002	10	0	0	10	0		5.25/0.10	100	100	81		335	18	27	9	0	18	9	27	9
4-8 June 2001	10	0	2	8	2		0.20/1.40	80	80	93		120	14	28	14	0	29	7	0	21
General Assembly, Fifth Committee																				
fifty-eighth session, 2003	109	0	14	95	10	10	28.30/9.00	87	87	85	85	2 250	NA							
fifty-seventh session, 2002	117	1	22	96	8		3.25/7.30	82	80	85		655	NA							
fifty-sixth session, 2001	124	4	21	107	8		41.40/39.00	86	80	69		4 840	NA							
General Assembly, Fifth Committee																				
resumed fifty-seventh session, 3-28 March 2003	40	0	7	33	7	4	12.10/6.25	83	83	85	77	1 115								
5-30 May 2003	38	0	4	34	4	2	8.05/4.20	89	89	89	84	745								

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
resumed fifty-sixth session, 4-15 March 2002	20	2	0	22	0		8.45/3.10	110	90	82		715	86	87	0	1	0	1	0	6
13-31 May 2002	27	0	0	27	0		9.15/8.05	100	100	79		1 040	32	40	0	8	19	11	8	11
resumed fifty-fifth session, 7 May-1 June 2001	53	0	20	33	17		10.20/5.45	62	62	84		965	54	62	6	2	3	13	14	6
resumed fifty-fifth session, 12 March-6 April 2001	47	0	2	45	1		14.40/11.00	96	96	80		1 540	68	73	1	4	3	6	10	8
Commission on the Status of Women																				
forty-seventh session, 3-14 March 2003	20	0	0	20	0	0	6.40/4.20	100	100	82	82	660	7	31	12	12	45	7	5	12
forty-sixth session, 4-15 March 2002	21	0	0	21	0		9.40/4.25	100	100	78		845	0	15	4	11	33	19	4	30
forty-fifth session, 6-16 March 2001	20	2	1	21	1		14.40/14.15	105	85	56		1 735	0	12	0	12	12	12	47	12
Committee on Contributions																				
sixty-third session, 2-27 June 2003	30	0	4	26	3	0	6.00/9.15	87	87	80	70	915	0	0	0	0	0	0	100	0
sixty-second session, 3-21 June 2002	22	0	2	20	0		5.45/4.10	91	91	76		595	9	14	0	5	0	5	18	45
sixty-first session, 11-19 June 2001	21	0	4	17	3		5.35/5.35	81	81	78		670	0	10	0	10	0	0	20	15
General Assembly, Special Political and Decolonization Committee (Fourth Committee)																				
fifty-eighth session, 2003	27	4	4	27	4	0	6.10/12.45	100	70	80	67	1 135	NA							
fifty-seventh session, 2002	34	2	13	23	5		2.10/13.45	68	56	63		955	NA							
fifty-sixth session, 2001	26	3	7	22	5		4.00/18.05	85	62	68		1 325	NA							

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 6wks	CI 4wks	AI issued by end of week 6	5	4	3	2	1
Statistical Commission																				
thirty-fourth session, 4-7 March 2003	8	0	2	6	1	0	0.45/1.30	75	75	78	66	135	54	89	14	21	0	0	0	11
thirty-third session, 5-8 March 2002	6	1	0	7	0		1.15/1.20	117	83	88		155	28	41	0	13	6	22	6	25
thirty-second session, 6-9 March 2001	7	0	1	6	0		0.55/1.00	86	86	77		110	7	46	14	25	25	11	7	11
General Assembly, First Committee																				
fifty-eighth session, plenary 2003	28	0	3	25	3	0	47.15/14.25	89	89	78	67	1 120	NA							
fifty-seventh session, plenary 2002	31	1	6	26	1		4.15/22.05	84	77	57		1 580	NA							
fifty-sixth session, plenary 2001	31	2	9	24	8		5.15/17.15	77	65	74		1 350	NA							
Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization																				
7-17 April 2003	16	2	8	10	6	0	2.35/4.05	63	38	77	43	400	0	0	0	0	0	0	0	100
18-28 March 2002	18	0	8	10	7		2.00/5.05	56	56	81		425	100	100	0	0	0	0	0	0
2-12 April 2001	18	0	2	16	0		7.35/3.15	89	89	69		650	0	100	0	100	0	0	0	0
General Assembly, Sixth Committee																				
fifty-eighth session, 2003	48	4	9	43	4	0	8.50/17.20	90	73	74	66	1 570	NA							
fifty-seventh session, 2002	46	2	7	41	5		5.10/11.50	89	80	84		1 020	NA							
fifty-sixth session, 2001	51	2	10	43	3		19.15/17.50	84	76	63		2 225	NA							
fifty-fifth session, 2000	91	1	12	69	11		23.50/34.20	75	86	78		3 490	NA							

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 6wks	CI 4wks	AI issued by end of week 6	5	4	3	2	1
UNICEF, Executive Board, second regular session																				
15-19 September 2003	10	0	1	9	0	0	1.50/3.10	90	90	73	73	300	0	44	0	44	22	0	11	22
16-20 September 2002	10	0	3	7	2		1.15/0.30	70	70	84		105	13	51	13	25	5	8	10	25
4-7 September 2001	10	0	5	5	2		0.40/1.45	50	50	62		145	0	0	0	0	0	0	50	0
UNICEF, Executive Board, first regular session																				
13-17 January 2003	10	0	4	6	2	0	1.00/1.15	60	60	73	53	135	32	52	12	8	12	28	0	4
21-25 January 2002	8	0	1	7	0		1.30/2.35	88	88	70		245	65	74	9	0	0	0	1	25
22-26 January 2001	8	0	2	6	1		0.35/2.15	75	75	76		170	12	77	40	25	2	9	5	4
Committee on Non-Governmental Organizations																				
5-23 May and 15-19 December 2003	40	0	2	38	1	0	24.10/7.20	95	95	71	69	1 890	0	0	0	0	0	5	11	16
13-24 and 29-30 May 2002	24	0	0	24	0		12.30/2.25	100	100	79		895	0	0	0	0	8	23	46	15
7-25 May 2001	30	0	0	30	0		17.30/5.25	100	100	75		1 375	0	21	21	0	4	7	25	4
General Assembly																				
fifty-eighth session, plenary 2003	139	5	57	87	23	4	12.55/20.40	63	55	69	55	2 015	NA							
fifty-seventh session, plenary 2002	102	14	35	81	15		11.55/23.25	79	52	73		2 120	NA							
fifty-sixth session, plenary 2001	157	3	64	93	32		11.35/30.40	59	57	71		2 535	NA							
General Assembly, Third Committee																				
fifty-eighth session, 2003	74	0	12	62	4	0	16.55/30.50	84	84	68	62	2 865	NA							
fifty-seventh session, 2002	64	2	7	59	0		12.40/42.00	92	86	62		3 280	NA							
fifty-sixth session, 2001	59	3	15	47	4		11.15/35.20	80	69	57		2 795	NA							

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Advisory Committee on Administrative and Budgetary Questions																				
6 May-18 July 2003	103	0	18	85	3	0	8.25/45.15	83	83	68	65	3 220	NA							
7-24 May 2002	27	0	7	20	4		2.10/24.10	74	74	56		1 580	NA							
1 May-13 July 2001	63	0	9	54	3		5.55/41.45	86	86	65		2 860	NA							
UNDP/UNFPA, Executive Board, first regular session																				
20-24 January 2003	10	0	2	8	1	0	3.00/3.50	80	80	67	57	410	7	10	0	3	14	7	21	34
28 January-8 February 2002	20	0	7	13	5		2.35/9.10	65	65	70		705	14	26	9	3	0	24	18	13
29 January-6 February 2001	16	0	4	12	1		4.00/3.40	75	75	65		460	3	20	14	3	11	14	32	11
Commission on Population and Development																				
thirty-sixth session, 31 March-4 April 2003	10	0	3	7	1	1	1.15/3.20	70	70	65	65	275	38	101	38	25	0	0	0	0
thirty-fifth session, 1-5 April 2002	10	0	3	7	0		2.05/5.45	70	70	44		470	0	0	0	0	40	0	60	0
thirty-fourth session, 2-6 April 2001	10	0	2	8	1		1.55/9.10	80	80	53		665	44	55	11	0	22	22	0	0
General Assembly, Second Committee																				
fifty-eighth session, 2003	72	7	25	54	7	2	15.40/18.55	75	56	63	56	2 075	NA							
fifty-seventh session, 2002	85	0	29	56	9		12.00/9.40	66	66	68		1 300	NA							
fifty-sixth session, 2001	78	1	26	53	10		16.20/4.05	68	65	56		3 430	NA							

	A	B	C	D	E	*	F	MR	PMF	UF	**	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Economic and Social Council, organizational session																				
28-31 January 2003	8	0	5	3	3	3	.30/3.20	38	38	59	59	230	0	0	0	0	0	10	30	30
12-15 February 2002	8	0	4	4	3		0.50/2.15	50	50	75		185	0	10	0	10	40	10	30	0
30 January-2 February 2001	10	0	6	4	2		1.25/1.45	40	40	49		190	0	0	0	0	0	0	22	67
Committee on Information																				
twenty-fifth session, 28 April-9 May 2003	20	0	10	10	5	0	2.55/6.30	50	50	59	34	565	20	60	20	20	40	0	0	0
twenty-fourth session, 22 April-2 May 2002	18	0	6	12	3		4.25/15.30	67	67	46		1 195	57	85	14	14	0	0	0	0
twenty-third session, 30 April-11 May 2001	20	0	7	13	5		5.15/12.30	65	65	60		1 065	50	70	10	10	20	10	0	0
Advisory Committee on Administrative and Budgetary Questions																				
4 February-28 March 2003	73	0	14	59	5	0	6.25/58.40	81	81	58	51	3 905	NA							
5 February-28 March 2002	81	0	11	70	4		7.00/60.50	86	86	63		4 070	NA							
6 February-30 March 2001	66	1	8	59	5		4.10/70.20	89	86	58		4 470	NA							
Commission on Sustainable Development																				
eleventh session, 28 April-9 May 2003	28	7	6	29	1	0	9.45/20.00	104	54	57	55	1 785	0	40	40	0	0	0	20	40
tenth session, 25 March-5 April 2002	40	0	5	35	4		14.35/13.05	88	88	74		1 660	0	0	0	0	6	6	0	11
ninth session, 16-27 April 2001	40	11	8	43	6		21.55/31.40	108	53	61		3 215	67	75	4	4	0	3	3	19

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Special Committee on Peacekeeping Operations and its Working Group																				
27 February-28 March 2003	44	0	19	25	5	2	4.50/11.05	57	57	56	49	955	NA							
11 February-8 March 2002	36	0	4	32	1		6.50/24.05	89	89	63		1 855	NA							
18 June-July 2001	42	0	2	40	2		10.55/51.45	95	95	50		3 760	NA							
UNDP/UNFPA, Executive Board, second regular session																				
8-12 September 2003	10	0	0	10	0	0	3.55/9.40	100	100	55	55	815	13	40	20	7	7	20	13	20
23-27 September 2002	10	0	0	10	0		3.35/5.00	100	100	71		515	2	8	4	2	2	2	6	59
10-14 September 2001	10	0	4	6	0		2.50/6.05	60	60	30		535	9	18	0	9	9	0	9	55
Advisory Committee on Administrative and Budgetary Questions																				
2 September-19 December 2003	151	0	73	78	30	0	7.05/69.45	52	52	55	35	4 610	NA							
3 September-20 December 2002	180	0	69	111	20		8.45/111.50	62	62	50		7 235	NA							
4 September-21 December 2001	162	0	47	115	14		9.55/121.50	71	71	53		7 905	NA							
Economic and Social Council, resumed organizational session																				
29 April and 1 May 2003	5	0	2	3	0	0	0.25/0.30	60	60	54	54	50	41	47	0	6	0	18	12	24
29-30 April 2002	4	1	1	4	0		1.25/3.45	100	50	46		310	32	57	3	22	5	0	5	27
3-4 May 2001	4	0	2	2	0		1.20/2.05	50	50	22		205	0	5	0	5	5	40	0	35

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Commission on Social Development																				
forty-first session, 10-21 February 2003	15	1	4	12	0	0	3.30/7.20	80	67	52	52	650	9	9	0	0	9	27	50	5
fortieth session, 11-21 February 2002	16	1	0	17	0		9.05/4.40	106	94	73		825	13	33	0	20	7	7	7	27
thirty-ninth session, 13-23 February 2001	16	2	0	18	0		9.30/11.35	113	88	61		1 265	15	15	0	0	0	23	23	31
Committee for Programme and Coordination, organizational session																				
5 May 2003	1	0	0	1	0	0	0.15/2.15	100	100	17	17	150	15	31	8	8	38	15	0	15
13 May 2002	1	0	0	1	0		0.10/1.50	100	100	33		120	0	0	0	0	0	14	0	86
2 May 2001	2	0	1	1	0		0.30/0.00	50	50	10		145	0	40	0	40	20	0	20	20

* Related reassignments.

** UF, counting related rearsignments only.

B. Geneva

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Commission on Human Rights																		
fifty-ninth session, 17 March-25 April 2003	62	2	0	64	0	5.50/2.05	103	97	96	475	42	58	7	9	7	7	4	7
fifty-eighth session, 18 March-26 April 2002	56	11	1	66	0	11.15/3.50	118	79	91	905	37	44	5	2	3	7	5	8
fifty-seventh session, 19 March-27 April 2001	56	34	1	89	0	13.50/14.25	159	38	88	1 695	41	57	10	6	6	5	8	5
International Law Commission																		
fifty-fifth session (first part), 5 May-6 June 2003	36	0	0	36	0	0.50/3.15	100	100	96	245	0	0	0	0	100	0	0	0
fifty-fifth session (second part), 7 July-8 August 2003	39	0	0	39	0	0.50/0.15	100	100	99	65	0	0	0	0	0	0	0	0
fifty-fourth session (first part), 29 April-7 May 2002	44	0	0	44	0	2.35/7.10	100	100	93	585	0	20	20	0	0	0	40	0
fifty-fourth session (second part), 22 July-16 August 2002	32	0	2	30	0	2.35/6.20	94	94	84	535	0	0	0	0	0	0	50	50
fifty-third session (first part), 23 April-1 May 2001	45	0	0	45	0	3.30/4.20	100	100	94	470	50	50	0	0	0	0	0	0
fifty-third session (second part), 2 July-10 August 2001	42	0	0	42	0	0.30/11.25	100	100	91	715	0	0	0	0	0	0	17	67
Committee on the Elimination of Racial Discrimination																		
sixty-second session, 3-21 March 2003	30	0	0	30	0	5.05/1.35	100	100	93	400	63	71	0	8	0	0	8	17
sixtieth session, 4-22 March 2002	30	0	0	30	0	4.25/0.40	100	100	94	305	38	44	3	3	50	0	0	0
fifty-eighth session, 6-23 March 2001	28	0	1	27	0	4.40/1.20	96	96	89	360	40	43	3	0	5	5	50	3
Committee on the Rights of the Child																		
thirty-third session, 19 May-6 June 2003	28	0	1	27	0	0.35/2.45	96	96	92	200	61	72	0	11	0	6	11	0
thirtieth session, 21 May-7 June 2002	28	0	0	28	0	3.05/3.30	100	100	92	395	0	25	0	25	25	25	0	0
twenty-seventh session, 21 May-8 June 2001	26	0	1	25	0	2.45/2.15	96	96	90	300	50	54	4	0	12	15	4	8

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Committee on Economic, Social and Cultural Rights																		
thirty-first session,																		
10-28 November 2003	28	0	1	27	0	2.15/1.20	96	96	92	215	54	69	0	15	15	15	0	0
twenty-ninth session,																		
11-29 November 2002	30	0	1	29	0	5.35/6.20	97	97	83	715	79	95	11	5	0	0	0	0
twenty-seventh session,																		
12-30 November 2001	30	0	2	28	0	6.15/7.25	93	93	78	820	21	42	7	14	10	7	17	14
Committee on the Elimination of Racial Discrimination																		
sixty-third session,																		
4-22 August 2003	30	0	0	30	0	4.15/3.30	100	100	91	465	15	19	2	2	36	9	30	4
sixty-first session,																		
5-23 August 2002	30	0	0	30	0	6.05/2.50	100	100	90	535	55	59	2	2	0	8	25	8
fifty-ninth session,																		
30 July-17 August 2001	30	0	1	29	0	2.50/1.25	97	97	92	255	41	44	0	3	5	41	8	3
Human Rights Committee																		
seventy-seventh session,																		
17 March-4 April 2003	30	0	1	29	0	3.05/3.15	97	97	90	380	36	50	9	5	5	14	14	14
seventy-fourth session,																		
8 March-5 April 2002 (New York)	28	0	1	27	0	8.20/3.05	96	96	83	685	NA							
seventy-first session,																		
19 March-6 April 2001	31	2	1	32	0	6.10/2.35	103	90	88	525	0	0	0	0	0	0	4	13
Human Rights Committee																		
seventy-eighth session,																		
14 July-8 August 2003	38	0	2	36	0	3.05/2.35	95	95	90	340	27	37	5	5	41	0	5	14
seventy-fifth session,																		
8-26 July 2002	30	0	1	29	0	3.00/1.55	97	97	91	295	5	20	12	3	3	12	13	35
seventy-second session,																		
9-27 July 2001	30	0	1	29	0	3.35/1.55	97	97	91	330	21	26	0	5	3	3	23	28
Human Rights Committee																		
seventy-ninth session,																		
20 October-7 November 2003	30	0	1	29	0	2.30/4.30	97	97	89	420	35	45	5	5	0	5	25	20
seventy-sixth session,																		
14 October-1 November 2002	30	0	1	29	0	3.35/2.40	97	97	90	375	8	16	5	3	13	15	21	21
seventy-third session,																		
15 October-2 November 2001	30	0	1	29	0	4.50/1.20	97	97	90	370	10	23	0	13	13	19	32	6

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Economic and Social Council — Subcommittee of Experts on the Transport of Dangerous Goods																		
30 June-4 July 2003	10	0	1	9	0	0.15/.30	100	100	88	45	37	74	22	15	15	0	0	0
3-10 December 2003	11	0	0	11	0	0.00/3.40	100	100	89	220	9	95	43	43	4	0	0	0
1-10 July 2002	15	0	0	15	0	0.15/1.10	100	100	97	85	14	25	0	11	16	48	5	0
2-6 December 2002	8	0	0	8	0	0.15/1.15	100	100	94	90	4	34	0	30	0	57	9	0
2-6 July 2001	10	0	1	9	0	0.00/1.00	90	90	87	60	81	100	15	4	0	0	0	0
5-11 December 2001	10	0	1	9	0	0.15/1.55	90	90	83	130	0	4	4	0	17	38	29	8
Committee on the Rights of the Child																		
thirty-fourth session,																		
15 September-3 October 2003	30	0	2	28	0	2.00/2.00	93	93	89	240	56	69	0	13	0	6	6	19
thirty-first session,																		
16 September-4 October 2002	30	0	3	27	0	2.55/1.35	90	90	85	270	50	82	18	14	0	0	9	5
twenty-eighth session,																		
24 September-12 October 2001	30	0	2	28	0	3.35/0.15	93	93	89	230	59	70	7	4	0	4	7	7
Subcommission on the Promotion and Protection of Human Rights																		
fifty-fifth session,																		
28 July-15 August 2003	30	3	2	29	0	3.40/2.25	104	82	88	365	33	47	2	12	2	13	4	15
fifty-fourth session,																		
29 July-16 August 2002	30	0	0	30	0	7.10/3.05	100	100	89	615	11	30	3	16	27	14	11	5
fifty-third session,																		
20 July-17 August 2001	30	2	2	30	0	1.20/1.10	100	87	91	150	20	27	3	4	3	6	7	5
Subcommission on the Promotion and Protection of Human Rights — Working Group on Indigenous Populations																		
twenty-first session, 21-25 July 2003	10	0	0	10	0	2.35/1.30	100	100	86	245	20	60	0	40	33	0	7	0
twentieth session, 22-26 July 2002	10	0	0	10	0	1.45/4.05	100	100	81	350	71	71	0	0	29	0	0	0
nineteenth session, 23-27 July 2001	10	1	0	11	0	1.20/1.50	110	90	90	190	44	44	0	0	22	22	11	0
Committee on the Rights of the Child																		
thirty-second session,																		
13-31 January 2003	30	0	3	27	0	1.20/3.25	90	90	85	285	71	71	0	0	0	6	0	12
twenty-sixth session,																		
14 January-1 February 2002	30	0	3	27	0	2.55/1.35	90	90	85	270	65	82	4	13	0	0	0	9
twenty-sixth session,																		
8-26 January 2001	30	0	5	25	0	3.05/3.05	83	83	76	370	56	67	11	0	17	6	0	0

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CI 6wks	CI 4wks	AI issued by end of week 6	5	4	3	2	1
Committee against Torture																		
thirty-first session,																		
10-21 November 2003	20	0	2	18	0	2.15/2.00	90	90	83	255	80	80	0	0	0	10	0	10
twenty-ninth session,																		
11-22 November 2002	20	0	2	18	0	1.30/2.00	90	90	84	210	50	84	17	17	17	0	0	0
twenty-seventh session,																		
12-23 November 2001	20	0	1	19	0	2.20/6.05	95	95	81	505	35	40	0	5	5	0	25	30
United Nations Conference on Trade and Development (UNCTAD), Trade and Development Board																		
fiftieth session,																		
6-17 November 2003	20	0	0	20	0	5.05/5.10	100	100	83	615	18	42	12	12	12	0	6	18
forty-ninth session,																		
7-18 October 2002	20	0	0	20	0	7.25/6.30	100	100	77	835	100	100	0	0	0	0	0	0
forty-eighth session,																		
1-12 October 2001	23	0	4	19	0	5.50/4.00	83	83	68	590	25	51	13	13	38	0	13	13
Committee on Economic, Social and Cultural Rights																		
thirtieth session,																		
5-23 May 2003	30	0	1	29	0	4.25/9.00	97	97	82	805	77	93	8	8	0	0	8	0
twenty-eighth session,																		
29 April-17 May 2002	28	0	1	27	0	3.10/2.05	96	96	90	315	52	62	0	10	3	10	13	0
twenty-fifth session,																		
23 April-11 May 2001	30	0	1	29	0	2.40/0.05	97	97	94	165	51	70	5	14	5	5	5	5
Economic and Social Council,																		
substantive session																		
30 June-25 July 2003 (Geneva)	48	6	1	53	0	8.25/18.35	110	85	81	1 620	0	0	0	0	100	0	0	0
1-26 July 2002	78	1	35	44	13	15.00/28.20	56	54	54	2 600	4	10	0	6	6	6	20	14
2-27 July 2001 (Geneva)	80	1	20	61	0	8.45/4.40	76	74	70	825	0	0	0	0	0	0	50	33
Executive Committee of the High Commissioner's Programme, Office of the United Nations High Commissioner for Refugees																		
fifty-fourth session,																		
29 September-3 October 2003	10	0	1	9	0	2.40/1.15	90	90	77	235	0	33	0	33	17	50	0	0
fifty-third session,																		
30 September-4 October 2002	10	0	1	9	0	2.10/1.20	90	90	78	210	0	0	0	0	0	20	0	20
fifty-second session, 1-5 October 2001	10	0	1	9	0	2.25/3.20	90	90	71	345	20	30	10	0	0	10	0	0

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Committee against Torture																		
thirtieth session,																		
28 April-16 May 2003	30	0	3	27	0	3.45/11.50	90	90	73	935	56	60	0	4	22	11	4	0
twenty-eighth session,																		
29 April-17 May 2002	38	0	2	36	0	3.10/6.30	95	95	86	580	42	57	0	15	8	0	19	8
twenty-sixth session,																		
30 April-18 May 2001	30	0	2	28	0	4.10/5.20	93	93	83	570	28	35	5	2	2	0	7	19

C. Vienna

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CI 6wks	CI 4wks	AI issued by end of week 6	5	4	3	2	1
International Narcotics Control Board																		
seventy-seventh session, 26 May-6 June 2003	20	0	0	20	0	0.10/0.25	100	100	99	35	6	10	2	2	23	15	11	19
seventy-fourth session, 6-17 May 2002	20	0	0	20	0	1.30/0.25	100	100	97	115	0	5	5	0	30	30	13	9
seventy-first session, 21 May-1 June 2001	20	0	0	20	0	0.25/3.15	100	100	94	220	0	28	11	17	19	0	22	22
International Narcotics Control Board																		
seventy-eighth session, 29 October-14 November 2003	26	0	0	26	0	0.50/0.30	100	100	98	80	6	12	0	6	0	19	15	17
seventy-fifth session, 30 October-15 November 2002	26	0	0	26	0	0.25/0.05	100	100	99	30	12	22	3	7	12	11	10	9
seventy-second session, 29 October-15 November 2001	28	0	0	28	0	0.40/0.05	100	100	99	45	8	19	4	7	10	18	14	8
Commission on Narcotic Drugs																		
forty-sixth session, 8-15 April 2003	12	0	0	12	0	3.50/0.00	100	100	91	185	34	73	18	21	9	9	5	0
forty-fifth session, 11-15 March 2002	10	1	0	11	0	4.15/0.30	110	90	86	285	43	89	26	20	0	7	4	0
forty-fourth session, 20-29 March 2001	10	0	0	16	0	5.20/3.10	160	100	72	510	19	34	6	9	7	37	7	13
UNCITRAL — Working Group on Arbitration																		
thirty-ninth session, 10-14 November 2003	10	0	0	10	0	2.10/1.30	100	100	88	220	50	50	0	0	0	0	0	50
thirty-sixth session, 4-8 March 2002 (New York)	10	0	0	10	0	2.20/1.10	100	100	88	210	0	0	0	0	0	0	0	100
thirty-fifth session, 19-30 November 2001	18	0	1	17	0	5.25/1.10	94	94	82	395	0	33	0	33	0	6	44	11
UNCITRAL																		
thirty-sixth session, 30 June-11 July 2003 (Vienna)	18	0	0	18	0	2.40/3.50	100	100	88	390	48	74	7	19	11	4	7	0
thirty-fifth session, 17-28 June 2002 (New York)	20	0	1	19	1	5.05/2.35	95	95	87	460	25	50	6	19	1	12	0	31
thirty-fourth session, 21 May-1 June 2001 (Vienna)	30	0	0	30	0	6.55/5.40	100	100	86	755	23	55	8	24	12	9	11	10

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
United Nations Scientific Committee on the Effects of Atomic Radiation (UNSCEAR)																		
fifty-first session, 27-31 January 2003	10	0	0	10	0	0.40/2.50	100	100	88	210	100	100	0	0	0	0	0	0
no meetings 2002																		
fiftieth session, 23-27 April 2001	10	0	2	8	0	0.15/3.50	80	80	66	245	0	11	0	11	0	67	0	11
forty-ninth session, 2-11 May 2000	16	0	0	16	0	0.05/0.15	100	100	99	20	53	83	30	0	0	12	0	0
Commission on Crime Prevention and Criminal Justice																		
twelfth session, 13-22 May 2003	16	0	0	16	0	4.00/2.50	100	100	86	410	14	42	9	19	23	16	12	5
eleventh session, 16-25 April 2002	16	0	0	16	0	1.40/4.20	100	100	88	360	11	22	11	0	22	16	15	25
tenth session, 8-17 May 2001	16	0	0	16	0	1.45/3.30	100	100	89	315	0	0	0	0	14	11	21	17
UNCITRAL Working Group on Electronic Commerce																		
forty-second session, 17-21 November 2003 (Vienna)	10	0	0	10	0	2.00/3.35	100	100	81	335	22	55	0	33	0	41	4	0
forty-first session, 5-9 May 2003 (New York)	10	0	0	10	0	02.45/1.35	100	100	86*	260	21	64	22	21	0	14	22	0
fortieth session, 14-18 October 2002 (Vienna)	10	0	0	10	0	1.20/0.50	100	100	93	130	15	32	17	0	0	17	0	16
thirty-ninth session, 11-15 March 2002 (New York)	10	0	0	10	0	0.40/2.50	100	100	88	210	0	0	0	0	0	0	0	100
thirty-eighth session, 12-23 March 2001 (New York)	19	0	2	17	0	3.15/3.15	89	89	78	390	0	0	0	0	0	0	0	0
Commission on Narcotic Drugs, Committee of the Whole																		
forty-sixth session, 9-14 April 2003	8	0	0	8	0	4.00/1.10	100	100	78	310	NA							
forty-fifth session, 11-14 March 2002	8	0	0	8	0	1.00/2.25	100	100	86	205	NA							
forty-fourth session, 21-28 March 2001	12	0	0	12	0	5.35/2.15	100	100	78	470	NA							

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CI 6wks	CI 4wks	AI issued by end of week 6	5	4	3	2	1
Committee on the Peaceful Uses of Outer Space, Legal Subcommittee																		
forty-second session, 24 March-4 April 2003	20	0	0	20	0	6.30/7.10	100	100	77	820	22	55	22	11	0	0	11	11
forty-first session, 2-12 April 2002	18	0	0	18	0	5.10/11.30	100	100	69	1 000	29	45	14	2	17	19	2	5
fortieth session, 2-12 April 2001	18	0	0	18	0	4.35/8.35	100	100	76	790	17	48	0	31	17	0	17	0
Committee on the Peaceful Uses of Outer Space — Scientific and Technical Subcommittee																		
fortieth session, 17-28 February 2003	20	0	1	19	0	2.30/9.40	95	95	75	730	9	50	18	23	9	9	4	9
thirty-ninth session, 25 February-8 March 2002	20	0	1	19	0	2.20/7.40	95	95	78	600	0	18	0	18	9	27	0	9
thirty-eighth session, 12-23 February 2001	20	0	1	19	0	2.00/4.50	95	95	84	410	25	33	8	0	0	4	17	4
Committee on the Peaceful Uses of Outer Space																		
forty-sixth session, 11-20 June 2003	16	0	1	15	0	4.20/5.00	94	94	74	560	16	32	0	16	16	0	16	0
forty-fifth session, 5-14 June 2002	16	0	0	16	0	3.40/11.00	100	100	69	880	47	53	0	6	6	0	0	17
forty-fourth session, 6-15 June 2001	16	0	1	15	0	3.00/9.10	94	94	69	730	15	25	0	10	0	0	15	60

* UF credited to New York.

D. Nairobi

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Committee of Permanent Representatives of the United Nations Environment Programme (UNEP)																		
2003	4	0	0	4	0	0	100	100	100	0	N/A							
2002	4	1	1	4	0	0	100	50	80	0	N/A							
Governing Council of UN-Habitat																		
nineteenth session, 5-9 May 2003	20	1	0	21	0	1.5	105	95	98	65	65	137	71	1	9	5	9	5
eighteenth session, 12-16 February 2001	20	0	0	20	0	0.5	100	100	99	50	75	75						
seventeenth session, 5-12 May 1999	21	4	0	25	0	12.30	119	170	83	750	68	167	98	1	14	.66	4	1
Committee of Permanent Representatives of UN-Habitat																		
2003	5	0	1	4	0	0	80	80	80	0	N/A							
2002	5	2	0	7	0	0	140	60	100	0	N/A							
United Nations Environment Programme (UNEP), Governing Council																		
special session, (meeting in 2004)																		
special session, 12-15 February 2002	14	0	0	14	0	0	100	100	100	0	38	99	61	0	0	6	18	0
special session, 29-31 May 2000	4	0	0	4	0	0	100	100	100	0	60	120	60	0	0	0	0	0

Annex II

Statistics on the provision of conference services for meetings of regional and other major groupings of Member States at the four duty stations

(May 2003 to April 2004)

Grouping	Meetings with interpretation services			Meetings without interpretation services	
	Requested	Provided	Not provided	Requested	Provided
New York					
African Group	23	19	4	46	46
African Union	14	12	2	16	16
Alliance of Small Island States	19	18	1	15	15
Arab Group	8	8	-	77	77
Asian Group	17	14	3	1	1
Association of Southeast Asian Nations	-	-	-	3	3
Caribbean Community	-	-	-	17	17
Central American Group	-	-	-	1	1
Eastern European Group	-	-	-	21	21
Economic Community of Central African States	-	-	-	4	4
Economic Community of West African States	5	5	-	-	-
European Union	-	-	-	3	3
Group of 15	1	1	-	-	-
Group of 77	58	50	8	483	483
Group of Landlocked and Developing Countries	3	2	1	1	1
JUSCANZ (Japan, United States, Canada and New Zealand)	-	-	-	70	70
Group of Latin American and Caribbean States	20	17	3	-	-
Least Developed Countries	9	6	3	3	3
Non-Aligned Movement	23	19	4	29	29
Organization of the Islamic Conference	15	14	1	17	17
Organization of Petroleum Exporting Countries	-	-	-	7	7
Rio Group	15	15	-	1	1
South Asian Association for Regional Cooperation	1	1	-	1	1
Southern African Development Community	-	-	-	17	17
Western European and Other States Group	12	10	2	2	2
Subtotal	**243**	**211**	**32**	**835**	**835**

Grouping	Meetings with interpretation services			Meetings without interpretation services	
	Requested	Provided	Not provided	Requested	Provided
Geneva					
African Group	6	6	-	21	21
Asian Group	-	-	-	31	31
Asian States Group and European Union Coordination Group	-	-	-	1	1
Association of Southeast Asian Nations	-	-	-	2	2
Eastern European Group	-	-	-	20	20
Group of 15	17	17	-	22	22
Group of 21	3	3	-	-	-
Group of 77	13	13	-	34	34
Group of Latin American and Caribbean States	11	11	-	66	66
League of Arab States	9	9	-	2	2
Least Developed Countries	-	-	-	2	2
Non-Aligned Movement	-	-	-	5	5
Organization of the Islamic Conference	14	14	-	8	8
Western European and Other States Group	1	1	-	44	44
Subtotal	**74**	**74**	**-**	**258**	**258**
Vienna					
African Group	-	-	-	84	84
Arab Group	-	-	-	13	13
Asian Group	-	-	-	27	27
Eastern European Group/Group D	-	-	-	8	8
European Union Coordination Group	-	-	-	52	52
Group of 8	-	-	-	8	8
Group of 77	-	-	-	40	40
Group of Latin American and Caribbean States	-	-	-	59	59
Other regional groups	-	-	-	5	5
Western European and Other States Group	-	-	-	10	10
Subtotal	**-**	**-**	**-**	**306**	**306**

Grouping	Meetings with interpretation services			Meetings without interpretation services	
	Requested	Provided	Not provided	Requested	Provided
Nairobi					
African Group	6	6	-	11	11
Arab Group	-	-	-	5	5
Asian and the Pacific Group	-	-	-	8	8
Central and Eastern European States Group	-	-	-	7	7
European Union Coordination Group	-	-	-	7	7
Group of 77	-	-	-	8	8
JUSCANZ (Japan, United States, Canada and New Zealand)	-	-	-	5	5
Group of Latin American and Caribbean States	5	4	1	7	7
Subcommittee meetings	-	-	-	48	48
Western European and Other States Group	-	-	-	8	8
Subtotal	**11**	**10**	**1**	**114**	**114**
Grand total					
May 2003-April 2004	**328**	**295**	**33**	**1 513**	**1 513**
May 2002-April 2003	**290**	**267**	**23**	**1 593**	**1 593**
July 2001-April 2002	**249**	**243**	**6**	**1 009**	**1 009**

Annex III

A. Requests for meetings during the fifty-ninth session of the General Assembly

1. Committee on the Exercise of the Inalienable Rights of the Palestinian People

Letter dated 9 June 2004 from the Chairman of the Committee

As you are aware, the General Assembly, by its resolution 58/18 of 3 December 2003, has again requested the Committee on the Exercise of the Inalienable Rights of the Palestinian People "to continue to keep under review the situation relating to the question of Palestine and to report and make suggestions to the General Assembly or the Security Council, as appropriate. By the same resolution, the Assembly requested the Secretary-General "to continue to provide the Committee with all the necessary facilities for the performance of its tasks".

As the Committee has no control over the timing of the events that it is called upon to discuss, it needs to meet throughout the year, as circumstances require. Based on past experience, the Committee would request facilities for approximately three meetings per General Assembly session. These are in addition to the solemn meeting in observance of the International Day of Solidarity with the Palestinian People, which is included in each year's calendar.

With regard to the documentation submitted to the General Assembly, please be advised that the Committee submits its annual report (supplement No. 35) under the agenda item entitled "Question of Palestine". The Committee usually adopts its report in early October of each year, at which point it is submitted for processing.

In light of the above, I should like to request that authorization again be granted to the Committee on the Exercise of the Inalienable Rights of the Palestinian People to hold meetings during the forthcoming fifty-ninth session of the General Assembly, as necessary, for carrying out the important mandate entrusted to the Committee by the Assembly.

2. Committee on Relations with the Host Country

Letter dated 22 June 2004 from the Secretary of the Committee

As in previous years, I hereby submit a request that the Committee on Relations with the Host Country be permitted to meet during the fifty-ninth session of the General Assembly.

This request is based on the Committee's mandate, set out in General Assembly resolution 2819 (XXVI) of 15 December 1971, authorizing the Committee to meet periodically during the year or whenever the need arises. The Committee, since its establishment in 1971, has always met during the regular sessions of the Assembly in order to consider, among other things, problems experienced by delegations of Member States, to finalize its annual report and to present it to the General Assembly.

Pursuant to its resolution 58/78 of 9 December 2003, the Assembly requested the Committee to continue its work in conformity with resolution 2819 (XXVI) and

to submit a report on its work to the Assembly at its fifty-ninth session. Having due regard to the nature of the Committee, its work, and previous experiences, it would suffice to make the necessary conference facilities available for two or three meetings only.

3. Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East

Memorandum dated 30 June 2004 from the Secretary of the Working Group

In its resolution 58/93, adopted at its fifty-eighth session, regarding the Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), the General Assembly requested that the Working Group continue its efforts, in cooperation with the Secretary-General and the Commissioner-General, to find a solution to the financial situation of the Agency.

In order to meet this request, the Working Group needs the latest data with regard to the UNRWA budget, i.e. up-to-date information on the current budget and precise indications as to the needed revenue and the anticipated contributions for the next fiscal year. UNRWA has not been in a position that would enable the Agency to supply the Working Group with this timely information any earlier than September/October 2004 and the Working Group cannot prepare its report to the General Assembly at its fifty-ninth session without this important material.

In view of the obligation of the Working Group to submit its up-to-date report not later than the first half of October for consideration by the Special Political and Decolonization Committee and the General Assembly, little time is available for the few meetings of the Working Group and for the preparation of its report.

It would be very much appreciated if you could draw to the attention of the Committee on Conferences the request of the Working Group that it be authorized to meet during the first weeks of the fifty-ninth session of the General Assembly.

4. Executive Board of the United Nations Development Programme and the United Nations Population Fund

Letter dated 23 June 2004 from the Secretary of the Board

We note that the proposed timing for the second regular session of 2004 and related meetings of the Executive Board of the United Nations Development Programme (UNDP) and the United Nations Population Fund (UNFPA) during the last quarter of 2004 will overlap with the fifty-ninth session of the General Assembly.

I understand that the Secretariat can provide full services for these meetings, subject to the granting of special permission from the General Assembly.

We would therefore be grateful if the Committee on Conferences could give its favourable consideration to the holding of the second regular session of the UNDP/UNFPA Executive Board during the period from 20 to 24 September 2004.

5. **Executive Board of the United Nations Children's Fund**

Letter dated 23 June 2004 from the Secretary of the Board

We would be most grateful if you would, in accordance with the exception to paragraph 7 of General Assembly resolution 40/243, seek the approval of the Committee for the Executive Board of the United Nations Children's Fund (UNICEF) to meet from 13 to 17 September 2004.

As is usual practice, UNICEF holds three Executive Board sessions per year as follows: (a) first regular session (January); (b) annual session (June); and (c) second regular session (September). We also have to bear in mind the scheduling of the UNDP/UNFPA Executive Board sessions.

In view of the dates of the annual session and to ensure sufficient time for the preparation, translation and distribution of documents, our second regular session has normally been scheduled for September — and no later in the year — owing to the General Assembly.

6. **United Nations Disarmament Commission**

Memorandum dated 30 June 2004 from the Secretary of the Commission

We would be most grateful if you would, in accordance with the exception to paragraph 7 of General Assembly resolution 40/243, seek the approval of the Committee on Conferences for the United Nations Disarmament Commission to meet on Wednesday, 3 November 2004.

The organizational session of the Commission, during the General Assembly, is justified by reasons of political practicality and reasons of membership. Both the First Committee and the Disarmament Commission are concerned with the same disarmament agenda and participating Member States are represented by the same delegations, almost half of which come from the Geneva-based Conference on Disarmament.

The presence of disarmament ambassadors during the work of the First Committee presents a unique opportunity to discuss and solve not only organizational issues, but also substantive ones which require an intricate knowledge of international disarmament machinery as well as of substance.

7. **Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories**

Letter dated 28 January 2004 from the Secretary of the Committee

This is a request for an exception to paragraph 7 of General Assembly resolution 40/243, on behalf of the Chairman of the Special Committee, Ambassador Mahendran, to hold a working session for one afternoon during the week when the Special Political and Decolonization (Fourth) Committee considers the issue of Palestine and when the Chairman of the Special Committee is to present its report.

The reason for holding such a meeting in New York is that it will allow Committee members to review the work after its scheduled field trip to the Middle East in May-June 2004, to make contacts beneficial to its work while the Fourth

Committee is in session to review its report and to have an exchange of views on steps to be taken during the months preceding its 2005 Geneva consultations and ensuing field trip.

8. Resumed session of the Executive Board of the United Nations International Research and Training Institute for the Advancement of Women

Letter dated 24 August 2004 from the Director of the Institute

The statute of the United Nations International Research and Training Institute for the Advancement of Women (INSTRAW) was amended in accordance with Economic and Social Council resolution 2003/57 (24 July 2003), which replaced the INSTRAW Board of Trustees with the Executive Board of INSTRAW. However, membership of the Executive Board of INSTRAW was only recently completed, on 23 June 2004. A first session of the Executive Board of INSTRAW was convened on 27 July 2004 mainly to establish certain procedural matters and to elect its officers.

At its first session, the Executive Board determined the need to hold a resumed session in order to review the Institute's work plan and proposed budget as well as to consider other important institutional matters.

In this regard, we would be most grateful if you would, in accordance with the exception to paragraph 7 of General Assembly resolution 40/243, seek the approval of the Committee for the Executive Board of INSTRAW to meet for its resumed session on 1 October 2004, prior to the consideration of the report of the Secretary-General on INSTRAW under item 100 of the provisional agenda, "Advancement of women". Only one meeting is required on this date during the hours of 10.00 to 13.00.

B. Statistical information

The table below refers to meetings with interpretation held during the main part of the fifty-eighth session of the General Assembly by the bodies listed above.

Body	*Number of meetings held*	*Hours and minutes lost*		
		Late starting	*Early ending*	*Total hours and minutes lost*
1. Committee on the Exercise of the Inalienable Rights of the Palestinian People	3	0.50	1.30	2.20
2. Committee on Relations with the Host Country	3	0.50	5.20	6.10
3. Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	2	0.20	3.15	3.35
4. Executive Board of the United Nations Development Programme and the United Nations Population Fund	0	-	-	-
5. United Nations Children's Fund	10	2.25	5.05	7.30
6. United Nations Disarmament Commission	1	0.20	2.00	2.20

Body	*Number of meetings held*	*Hours and minutes lost*		
		Late starting	*Early ending*	*Total hours and minutes lost*
7. Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories	0	-	-	-
8. Board of Trustees of the International Research and Training Institute for the Advancement of Women	2	0.35	1.25	2.00